

Appendix A

Promotion and Tenure – Departmental Review Process

This document is intended to guide conversation regarding the candidate's initial tenure or promotion application. This document will be used by the department chair, or designated moderator, but is not intended to be part of the candidate's file. However, a summary of the discussion will be included in the department chair's evaluation.

The following guidelines should be used in the department review process.

- Candidate materials that should be made available to the department include a CV.
- Tenured, tenure track, and non-tenured continuing faculty are expected to participate in the departmental review. The candidate should not be present during the discussion.
- The department chair convenes the meeting and leads the discussion.
- It is recommended the department convenes the meeting the semester prior to the review by the P and T Committee. (Spring semester for initial tenure and Fall semester for promotion).
- If the candidate is up for both initial tenure and promotion in the same academic year, the recommendation will carry for both actions.
- Small departments (3 or less) should consult with their divisional dean regarding other faculty who could be brought into the departmental discussion to include at least 4 faculty of instruction members in the discussion.
- The candidate will be made aware of the department chair summary of the departmental review at the same time as the department chair review. It is expected that the chair will share the feedback prior to submission.
- The Faculty Development team is available to consult with departments regarding effective departmental review strategies.
- It is expected that the department comes to a consensus on each rating item. When consensus is not met then a majority vote should be taken.

Discussion Guide for Department Chair

It is expected that department faculty discuss items 1-5 in order to determine final recommendation. However, the discussion is not limited to these 5 areas.

1. The candidate contributes to the department through effective teaching (i.e., completing teaching responsibilities, positive attention to students).

Exceeds expectations _____ Meets expectations _____ Below expectations _____

Specific example(s) to justify rating:

2. The candidate is active in developing/implementing a scholarly agenda appropriate to application (i.e. initial tenure or promotion).

Exceeds expectations _____ Meets expectations _____ Below expectations _____

Specific example(s) to justify rating:

3. The candidate makes positive contributions to departmental activities (i.e., department meetings, advising responsibilities, student recruitment, departmental and/or university initiatives).

Exceeds expectations _____ Meets expectations _____ Below expectations _____

Specific example(s) to justify rating:

4. The candidate demonstrates commitment to a Christian worldview in teaching and interactions with students.

Exceeds expectations _____ Meets expectations _____ Below expectations _____

Specific example(s) to justify rating:

5. The candidate demonstrates collegial behavior in interactions with members of the faculty and administration.

Exceeds expectations _____ Meets expectations _____ Below expectations _____

Specific example(s) to justify rating:

6. Provide any recommendations, if applicable, discussed by the review group for strengthening performance in any of the above areas.

OVERALL RECOMMENDATION

Do you recommend this colleague for tenure or promotion?

_____ Yes, with no reservations

_____ Yes, with the following reservations: _____

_____ No, for the following reasons: _____